



CAL POLY

University Personnel

TO: Cal Poly State Employees

FROM: Al Liddicoat, Vice President for University Personnel & Chief Human Resources Officer

SUBJECT: Work Schedule for the 2024 Calendar Year

DATE: September 5, 2023

The below schedule lists approved 2024 holidays for Cal Poly state employees. Supervisors should be aware of and sensitive to the religious holiday obligations of our employees. Appropriate accommodations should be made to ensure employees have opportunities to express and exercise their religious beliefs to the fullest extent possible.

January 1, 2024	New Year's Day holiday
January 15, 2024	Martin Luther King, Jr. holiday
April 1, 2024	Cesar Chavez Day holiday
May 27, 2024	Memorial Day holiday
June 19, 2024	Juneteenth holiday
July 4, 2024	Independence Day holiday
September 2, 2024	Labor Day holiday
November 11, 2024	Veterans' Day holiday
November 28 - November 29, 2024	November 28 - Thanksgiving Day holiday November 29 - Lincoln's Birthday observed (2/12/24)
December 25 - December 31, 2024	December 25 - Christmas Day holiday observed December 26 - Washington's Birthday observed (2/19/24) December 27 - California Admission Day observed (9/9/24) December 30 - Indigenous Peoples' Day observed (10/14/24) December 31 - Campus closed (anticipated Governor/President holiday)
January 1, 2025	New Year's Day holiday
January 20, 2025	Martin Luther King, Jr. holiday

When the campus is closed, supervisors should schedule employees to work only for emergency services or in situations where essential work is necessary.

The personal holiday day for 2024 may be used on any one day acceptable to the employee's supervisor but must be used by December 31, 2024. The holidays listed for January 2025 are included in this Work Schedule for the 2024 Calendar Year for planning purposes only, are subject to change, and are not to be considered guaranteed.

Certain collective bargaining agreements covering CSU employees are currently scheduled to expire prior to the last day indicated on this calendar. For employees in these bargaining units, any holiday(s) or campus closure(s) listed subsequent to the expiration of the current agreement(s) are tentative and subject to negotiations with the appropriate exclusive representative.

For additional details regarding the academic calendar, please visit <https://registrar.calpoly.edu>.